

STAFF ACCOUNTANT

A position with a family friendly, client centered work schedule providing you the opportunity to take your tax and accounting knowledge to the next level. If you're tired of your position in the public accounting world, looking to restart your career, or ready to take on a new challenge this is the opportunity you are looking for.

The opportunity is with the law firm Eagle & Fein, P.C. in its Legacy Administration Services division. The law firm focuses on taking care of its clients' goals and objectives in fulfilling their elder law, tax, estate, and business planning needs. The ideal candidate is one that has a commitment to excellence and a passion for detail who desires to join our team of highly skilled professionals. The successful candidate should possess superior written and verbal communication skills, a commitment to taking care of client needs, and the ability to be a versatile team player. Essential duties and responsibilities include trust and estate accounting, income tax returns, and accounts receivable. To be considered, qualified candidates should possess a college degree in business or accounting with one to three years accounting experience preferred. Recent grads with outstanding academic achievement and life experiences will also be considered. Submit cover letter and resume to: beagle@eagleandfein.com.

Staff Accountant Job Description

Eagle and Fein, P.C. is searching for an outstanding candidate to fulfill a full-time staff accounting position for our boutique estate planning firm at Keystone Crossing in Indianapolis, Indiana. The firm is prepared to assist you in becoming an outstanding professional by providing education, practical skills, and experience working with our affluent clients. This opportunity will give you the knowledge, skills, and tools to take your accounting abilities to the next level.

A successful candidate will demonstrate the following qualities:

- Very organized and detail oriented
- Excellent writing and communication skills
- Upbeat attitude
- Proficient in Microsoft Office/Excel, and Quickbooks
- Maintains a high level of focus each day
- Versatile team player

Accountant Duties include, but are not limited to the following:

- Trust and Estate Fiduciary Accounting
- Personal, Fiduciary and Charitable Trust Income Tax Returns
- Charitable Remainder Trust Accounting
- ILIT Administration

Job Requirements

Accountant Qualifications:

- Bachelor's Degree in Accounting or Business
- CPA/CPA Candidate preferred
- One to three years accounting experience
- Strong PC skills, including advanced knowledge of MS Office
- Familiarity with QuickBooks
- Outstanding troubleshooting, analytical and problem-solving skills
- Excellent written and verbal communication skills
- Strong attention to detail and Intellectual curiosity
- An ability to work independently and as a member of a team

Hours:

Monday- Friday

We are unique in that we offer a family friendly, client based, adjustable work schedule, as needed.

Company Benefits:

- Retirement plan with company matching
- Medical, dental and vision plans
- Weekly direct deposit paychecks
- Paid time off that increases with seniority
- Paid holidays
- Comprehensive Training
- Paid CE credit available
- Opportunity for advancement
- Annual holiday event and quarterly staff events

Salary:

Negotiated based on experience